

# Getting Started

## Proof of Delivery

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**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Proof of Delivery* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Send a Court Document to Other Parties* instruction sheet and the instructions on the forms.

<b>Name of the form:</b>	<i>Proof of Delivery</i>
<b>Purpose of the form:</b>	Use this form to prove that you sent a copy of a court document to the other parties in the court case.
<b>Types of cases the form CAN be used for:</b>	All cases.
<b>Types of cases the form CANNOT be used for:</b>	None.
<b>CAUTION:</b>	The <i>Proof of Delivery</i> cannot replace a <i>Summons</i> . If you are starting a lawsuit, you may need to use a <i>Summons</i> .
<b>Special information or papers needed to complete the form:</b>	<p>You will need:</p> <ul style="list-style-type: none"><li>• copy of the court document being delivered;</li><li>• names and addresses of the other parties;</li><li>• names and addresses of the other parties' lawyers; AND</li><li>• the court case number.</li></ul> <p>You can find this information on other court papers you have about this case.</p>
<b>Statutes covering the form:</b>	Illinois Supreme Court Rules <a href="#">11</a> , <a href="#">12</a> , <a href="#">104</a> , <a href="#">105</a> , <a href="#">106</a>
<b>Where to find the form and instruction sheet:</b>	<a href="http://www.illinoiscourts.gov/Forms/approved/">http://www.illinoiscourts.gov/Forms/approved/</a>
<b>For more information:</b>	Read the <i>How to Send a Court Document to Other Parties</i> instruction sheet that comes with this form. You may also find more information, resources, and the location of your local county self help center at <a href="http://www.illinoislegalaid.org/">www.illinoislegalaid.org/</a> .

# HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

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## What is a *Proof of Delivery*?

A *Proof of Delivery* is the court form you fill out to prove that you sent a copy of a court document to the other parties in the case.

Examples of court documents that you might send are Court Orders, Answers, etc.

## When do I use and file a *Proof of Delivery*?

Anytime you file a document with the court, or the judge sends or gives a court order only to you, you must send a copy of the document to the other parties in the court case.

## How do I send court documents to the other parties in the court case?

- By hand delivery;
- By regular first class mail; OR
- By email, if the other party has agreed to accept court documents by email.

## Who fills out the *Proof of Delivery*?

The person who sends the court document to the other parties must fill out the *Proof of Delivery*.

## Is there a deadline for filling out a *Proof of Delivery*?

No, but there can be a deadline for filing your court document. If you have a deadline, file your document and the *Proof of Delivery* with the Circuit Clerk on the date it is due during the Circuit Court's business hours. Check with your local Circuit Court for their hours:

<http://www.ilcourtclerks.org/illinois-court-clerks/>.

## How do I get the *Proof of Delivery* notarized?

- To get your forms notarized, you must sign them in front of an official Illinois notary public.
- You may often find a notary public at your local bank, county courthouse, or town/city hall. Some currency exchanges, real estate offices, and law firms offer this service. You may also find an independent notary public by searching online or the phone book yellow pages.
- Call ahead to find out if the location has a notary public and if you need an appointment.
- There may be a small fee for getting your form notarized.
- You must bring your photo I.D. to the notary public. Your I.D. cannot be expired and must show your current address.

## Where can I find the forms I need?

You can find the forms at:

<http://www.illinoiscourts.gov/Forms/approved/>.

## Do I have to pay to file a *Proof of Delivery*?

No, there is no cost for filing a *Proof of Delivery*.

## What do I do after I fill out my forms?

### Step 1: File your forms with the Circuit Clerk in the county where the court case is filed.

- Make copies of your forms for yourself and each party in the case.
- In most counties it is best to file your forms with the Circuit Clerk in person, but in certain counties you must file online. Check with your Circuit Clerk: <http://www.ilcourtclerks.org/illinois-court-clerks/>
- The Circuit Clerk will stamp your forms. This stamp is your proof that the forms were filed with the court.
- How to File In Person
  - Go to the courthouse in the county where your court case is filed.
  - Give the Circuit Clerk your original forms and the copies to stamp.
  - The Circuit Clerk will keep the original forms and give back your copies.
- How to File By Mail
  - Mail your original forms and one copy to the Circuit Clerk.
  - Include the *Letter to the Circuit Clerk* found at: <http://www.illinoiscourts.gov/Forms/approved/>.
  - Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
- How to File Online
  - Check your local Circuit Clerk's website to see if online filing is an option for you at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.
  - Follow the instructions for filing online provided by the Circuit Clerk.

### Step 2: Send a copy of your forms to the other party.

- After filing, you must send a copy of your *Proof of Delivery* along with your other forms to all the other parties in the case.
- If a party has a lawyer, send the copies to the lawyer.
- You may hand deliver or mail your forms to the other parties. If they have agreed, you may email your forms. Your *Proof of Delivery* must state the way you sent them.
- You must send your copies by 5:00 p.m. on the date you file your forms even if you are filing by mail or online.
- Keep one copy of the file stamped forms for your own records.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>		<b>PROOF OF DELIVERY</b>		<i>For Court Use Only</i>
<b>Instructions ▼</b>  Enter above the county name where this case was filed.	<div>           _____  <b>Plaintiff / Petitioner</b> <i>(First, middle, last name or Company)</i> </div> <div>             v.           </div> <div>           _____  <b>Defendant / Respondent</b> <i>(First, middle, last name)</i> </div>			
Enter the name of the person or company that filed this case as Plaintiff/Petitioner.				
Enter the name of the Defendant/Respondent.				
Enter the Case Number given by the Circuit Clerk.				

In 1, enter the name of the court document you are sending to the other parties in the court case (e.g., a Court Order or Answer).
In 2, enter the date you send this form to the other parties. You should send this form by 5:00 p.m. on the same day it was filed with the Circuit Clerk.
In 3, enter the full name and address of the parties or lawyers to whom you are sending a copy of this form, and check if you are sending copies of this form by hand delivery, by mail, or by email.
If a party has a lawyer, you must send a copy of this form to the lawyer.
<b>CAUTION:</b> You may only send this form by email if the other party has agreed to receive documents in the lawsuit by email.

**1. I am sending the following court document:** \_\_\_\_\_

2. At or before 5:00 p.m. on: \_\_\_\_\_, 20\_\_\_\_  
Date

3. To: \_\_\_\_\_  
Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_

<i>Street, Apt #</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>
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Email:

By: ☐ Hand Delivery  
☐ Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
☐ Email

Name: \_\_\_\_\_

*First* *Middle* *Last*

Address:

<i>Street, Apt #</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>
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Email:

By: ☐ Hand Delivery  
☐ Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
☐ Email

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email: \_\_\_\_\_

By: Hand Delivery  
Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
Email

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

The person who delivers the court documents to the other parties must sign this form and enter their full name, complete current address, and telephone number.

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Print Your Name*

\_\_\_\_\_  
*City, State, ZIP*

Sign and print your name in front of an official Illinois notary public.

\_\_\_\_\_  
*Telephone*

**DO NOT** complete this section. The notary will complete it.

**Notary Public**

State of Illinois

County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_ .  
*Date Name*

*Seal*

\_\_\_\_\_  
*Signature of Notary*